UCD Library

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General Information Resources Policy

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Introduction

Purpose

The aim of the UCD Library Information Resources Development Policy is to direct and guide the provision of effective, high quality collections and appropriate electronic access to information resources for the University College Dublin academic community.
The policy is developed in the context of the University's mission and goals, as published in strategic planning and policy documents at University, College and School levels.

UCD Library's information resources collection is developed through the cooperative efforts of academic staff and Library information resources development staff.

This is accomplished through the selection, acquisition and management of resources in electronic, print and other formats to meet the current and long-term teaching, learning and research needs of UCD.

Information resource development staff seek to optimise the use of the available financial resources by balancing access and ownership considerations.
Members of the UCD academic community are the primary users of the Library's information resources.

Priorities

- To serve the curricular needs of students and academic staff on and off campus
- To support graduate research in selected areas, based upon graduate programs
- To support fourth level graduate research (doctoral and postdoctoral)
- To support academic staff research
- To provide remote access to resources for users whenever possible

Intended Use

It is intended that this policy will be used in the following ways;

- To guide academic staff and library information resource development staff in the selection and de-selection of information resources
- To assist academic and library staff in making optimum use of the available financial resources
- To provide the context for the development of information resource development policies at the School level
- To inform University Senior Management of Library policy and strategy relating to the selection and acquisition of information resources (including access and ownership).

The complete policy, together with links to related library policies and guidelines will be available on the UCD Library website for the information of Library Staff.

Policy Development

This policy will be reviewed regularly to reflect academic developments in University College Dublin.

Summary of Main Policy Points

It is UCD Library's responsibility to provide and develop information resources on behalf of the University, to ensure that they retain relevance to the changing function of the University, and that resource development is focussed on users and their information resource needs. This is done in conjunction with academic staff.

Selection of stock and access to online material is deliberate and is guided by a mixture of general criteria, as outlined in this policy, and specific criteria agreed between the Library and Schools.

Funding available for information resource purchase and access is distributed according to a resource allocation model which is in line with University practice for the allocation of financial resources.

Library policy is to work closely with Schools to ensure that:

- selection is agreed to be best use of the available information resources budget;
- there is timely provision of reading lists to the Library to optimise information support for teaching and learning;
- the collection and online resources are weeded and refreshed regularly to retain currency and ease of use;
- information skills programmes are provided to facilitate use of the collections and online resources.

The Library is committed to achieving access to information through providing and supporting an integrated package of:

- printed collections
- online information resources
- audio/visual materials
- efficient document delivery services
- promotion of schemes providing access to other library collections

The Library aspires towards a system which provides:

- A single point of discovery for all resources
- Cross-searching of multiple resources
- Seamless cross-linkage between resources

The Library is committed to promoting its resources via all suitable channels and providing a full range of services to assist users in exploiting available information resources.

It is Library strategy to move, where appropriate, towards electronic information resources as these become available, recognising the pervasiveness and popularity of online information provision.

It is Library policy to make a transition from dual print and online availability of information towards electronic-only provision, addressing the challenges and issues that this transition involves.

Print collections will continue to be managed and maintained appropriately through a full collection management system.

The Library is committed to creating a range of unique and re-packaged digital information resources in order to: preserve selected materials: showcase and broaden access to selected materials; disclose the research outputs of the University.

The Library is committed to undertaking preservation and conservation to ensure the future survival of unique and eroding hardcopy materials, in particular where we are the only Irish holders.

As a legal deposit Library for Irish materials, we will attempt to acquire all Irish publications for the collection and to pursue materials that are not deposited as legally required.

The Library welcomes donations and accepts them within a policy which ensures their relevance to the mission of the service.

We will make full use of appropriate schemes providing access to printed collections in Ireland and the UK.

We will develop and promote our document delivery and inter-library loan services which are an integrated element of the information resources provision of the Library service. It is our policy to continuously review our collections; to relegate to stores or dispose of printed materials as appropriate; to review usage metrics and to review the use of online subscriptions when they are due for renewal.

We will avail ourselves of all opportunities to work collaboratively with other library and information agencies in the areas of information resource development and preservation.

1. Policy Scope and General Statement of Principles

1.1   The primary objective of UCD's strategic plan is to become a leading European research-intensive University and the leading University in Ireland.

1.2   The primary role of the Library service is to support the teaching, learning and research activities of the University.

1.3 It is the Library's responsibility to provide and develop information resources on behalf of the University, to ensure that they retain relevance to the changing function of the University, and that resource development is focussed on users and their information resources needs.

1.4 In addition, there are a number of collections including the European Documentation Centre and the Development Studies library, where funding is provided on the basis of collections being publicly accessible and in these cases the collection is shaped in the light of that broad remit.

1.5 Information resources development encompasses:

- the selection and acquisition of information resources in print and digital formats to provide a mixed information resource including both a physical collection and access to online material;
- attention to both additions to and relegation and withdrawals from physical and online stock, to retain a vibrant and relevant collection and to optimise use of space in the modern information resources centre that the Library has become;
- gathering of quantitative management information on use of and circulation of resources and qualitative user feedback on the value of resources, to inform collection development
- services provided by the Library to ensure discovery of and easy access to the resources
- provision of document delivery services and access to other collections to complement the local online and print provision in selected areas, creation of information resources providing unique materials, or re-packaging information in different formats

1.6 This general statement of principles is intended as an orienting strategy for users and library staff. It is intended that this policy will link to a range of more detailed policies and procedural guidelines that already exist or are in development for use by Library staff in their day to day work. These include:
- An Information Management Policy which covers the detailed procedures and quality benchmarks in place for governing our management and provision of access to both physical and online resources.
- An Allocation Model which determines how our information budget is allocated
- A statement of our general Weeding and Relegation Policy which is customised for use in each area of our collection.
- An e-resource Selection, Renewal and Evaluation policy
- Our detailed guidelines for selection of printed and other physical collection formats
- An Electronic Services Strategy
- A collection mapping and description of all of our nationally important collections

2. Services to support information resources

2.1   It is an objective of the Library to deliver a service which provides:
- A single point of discovery for all resources;
- Cross-searching of multiple resources;
- Seamless cross-linkage between resources

2.2   It is Library policy to review and improve access arrangements for materials held in closed access storage and to minimize the delay to users in gaining access to this material.

2.3   The Library is committed to marketing and promoting its resources via all suitable offline and online channels and to embedding access to these resources within other learning and research support systems across the University, primarily UCD Connect and the University's Virtual Learning Environments.

2.4   The Library is committed to providing a full range of staff mediated, printed and online help, information packages and training resources to maximise awareness and exploitation of its resources.

3.   Selection of information resources

3.1   General

3.1.1   Acquisition of stock and access to online material is guided by:
- the need to support current and planned future teaching and research interests in the University (the Library does not have the resources to build collections covering all areas of knowledge);
- input from Schools as to priorities for spending;
- the need to purchase comprehensively in those areas of the collection deemed to be of national or international significance and requiring to be developed for posterity (it is L ibrary policy to develop comprehensive collection level descriptions for all of these significant collections);
- the need to purchase seminal works in other areas and a range of general materials.

3.1.2   The information resources that can be acquired locally within our budget are strictly limited and their choice, particularly with regard to research materials, needs to be informed by priorities and policy to avoid random and patchy collection development.

3.1.3   Detailed guidelines and procedures will be developed (particularly at School level) to inform selection of stock both printed and online and these will be available to view.

3.1.4   For all material formats criteria include:

- Relevance to user need evidenced by: material appearing on reading lists; requests from teaching or research staff to purchase; a clear fit with the teaching and research activities of the discipline; identification as part of a set of resources required to support new courses or modules; requests from students to purchase; identification of the item as a key research or teaching text via reviews, publisher listings and other selection aids; identification of new editions; identification of demand for materials via usage reports on high loans and reservation requests ; identification of repeat inter-library loan requests for items.
- Academic quality
- Cost in relation to expected use, where the item is expensive

3.1.5   For electronic resources, there are additional considerations of the quality of interface, licensing, authentication, access and archiving arrangements, feedback from university staff during trials, compliance with various standards.

3.1.6   For printed resources consideration should also be given to availability of the item elsewhere (particularly for expensive titles which are of interest to only a small group).

3.1.7   Library policy is to work closely with Schools to ensure that selection is agreed to be best use of resources and this is achieved through close collaboration between Liaison Librarians and the Schools. A series of more specific resource development policies will be developed in collaboration with Schools, to complement this general statement.

3.1.8   It is overall Library strategy to move where appropriate towards electronic-only journals, reference works and e-texts as these become available, recognising the pervasiveness and popularity of online information provision.

3.2 Electronic Information Resources

3.2.1   It is Library policy to increasingly make information resources (notably journals, abstracting and indexing tools and other datasets, reference materials, and reading list material) available electronically, particularly where this offers faster access, multiple simultaneous use, remote access, more up-to-date data, more sophisticated information retrieval, protection from damage and theft, and space savings

3.2.2   It is Library policy to move towards cancellation of print and provision of online-only resources where available and suitable for online use, as funding does not allow dual purchase policy and arguments for retaining print and electronic are not compelling enough to justify such use of our limited resource.

3.2.3   It is Library policy to move away from offline electronic formats such as CD-ROM towards web-based services.

3.2.4   The Library is prepared to pay a premium price to acquire electronic information delivered over the web, when compared to either print or CD-ROM pricing, given the advantages of online information and user preferences for electronic information.

3.2.5   It is Library policy to review and reduce the amount of staff time and other resource being put into maintenance of printed materials that are also available online, by investigating areas such as ceasing to check-in or display printed issues of journal titles available online and ceasing to bind materials available online.

3.3 Printed Information Resources

3.3.1   For as long as print collections remain important to the mission of the University, the Library will manage and maintain them appropriately through a full collection management system.

3.3.2   The printed collection will be prioritised for attention and development in the areas of:

- Teaching materials in all disciplines, particularly those that are largely library-based (unless there are affordable e-book versions available)
- Research materials in all disciplines and particularly where there is very little online resource available
- Special collections

4. Allocation of Information Resources Budget

- 4.1 The information resources budget is used to:
    - build a physical collection (including print, digital and AV formats);
    - provide subscription access to online information;
    - subsidise personal document delivery to support researchers' specialised information needs

- 4.2   The resource allocation model is always derived from the University resource allocation model.

- 4.3   It may be necessary in some cases to approach Schools for additional funding to support resources and to apply for seed funding to support new courses or Professorships.

- 4.4   To ensure some balance in resource development is possible across the collection, it is policy to have stated limits on the percentage of allocation that can be spent each year upon journal subscriptions, upon reading list texts, upon research monographs and to support document delivery, agreed in consultation with the Schools. The Library will request extra funding from Schools where these limits are exceeded.

5. General Principles on Purchasing

5.1 General

5.1.1   It is policy to focus upon purchasing materials of academic relevance and quality and we, therefore, do not give high priority to popular titles or titles intended for general recreational reading in our collection development.

5.1.2   A small amount of funding is spent on more popular texts such as study skills and research guides, to support the learning and research processes of the University and upon texts and products to support Library staff activity.

5.1.3   We prioritise purchase of material in all formats based upon relevance to the current or prospective teaching or research programmes of the University.

5.1.4   However, purchasing may take place based on intrinsic merit of materials across those areas of the collection deemed to be of national significance.

Whilst recognising the considerable overlap in use of materials for research and teaching, it is helpful to focus on collection development in each of these areas separately.

5.2 Research Materials

5.2.1   Purchasing should be linked explicitly to School research strategies.

5.2.2   Material likely to be of transient and limited interest should not be purchased if cost-effective and convenient alternative means of access are available, such as visits to other libraries or document delivery.

5.2.3   Given the requirement to focus upon development of a research collection the Library is committed to achieving this by focusing primarily upon a blend of:

- enhancing existing print collections to support research (though current funding sets severe limits on the extent to which this is achievable);
- online information resources;
- efficient document delivery services;
- promotion of schemes providing access to other libraries that are available to University researchers.

5.2.4   It is policy not to have duplicate stock in the research collection unless it can be justified by demand.

5.3 Teaching Materials

5.3.1   The Library aims to fully support all teaching programmes from within its own resources of hardcopy and online materials.

5.3.2   The Library will maximise the availability of reading list material through the use of shorter loan periods, by operating reservation and booking systems, and by the provision of multiple copies. Reserve collections with strictly limited loan periods are used for items which are in very high demand.

5.3.3   It is Library policy to endeavour to acquire, in a timely fashion, full details from academic staff of the information resources required for courses.

5.3.4   By working with academic staff, we intend to move rapidly to providing online versions of reading lists and embedded links into the online student learning environment.

5.3.5 It is Library policy to closely follow the development of eBooks, to exploit this technology in the area of student textbooks where clear benefits accrue to our users in relation to costs, and to regularly review and adjust the balance of expenditure and priority given to printed and online textbooks in the light of developments.

5.4 Reference and Abstracts

5.4.1   In the development of our reference resources it is Library policy to:

- acquire and make available quality reference resources to support the mission of the University
- move away from printed reference to online-only titles where these are available and to review and evaluate online reference texts and packages that emerge onto the market
- cancel both online and print subscriptions where it is felt that alternative and free web content is a satisfactory user resource.
- reduce expenditure on both printed and online reference collections in line with declining need.

5.4.2   It is Library policy to focus our limited information budgets on primary information content. We are fully committed to provision of a wide range of bibliographical tools to assist in discovery of the content of our own and other collections. However, given our funding limitations and priority, it is policy to:

- regularly review the range and usefulness of these tools for our users and their actual use and to strictly limit expenditure in this area.
- consult with users and to cancel printed abstracts and indexes that are available to us online.
- regularly send out listings of print-only Abstracting and Indexing titles to clarify whether there is any requirement to continue with these printed titles and to ensure that there is no wasted expenditure in this area.

6. Creation of Materials

6.1   The Library is committed to creating a range of unique and re-packaged digital information resources and to address the complex issues of: funding for hardware; software; technical support; Intellectual Property Rights (IPR); user support; and recurrent maintenance that these origination services present. Examples are: IVRLA and PADDI.

6.2 University research outputs

The Library is committed to collecting all significant research outputs across the University by implementation of a University repository to store this material in full text, preserve it and make it openly available to the scholarly community.

7. Legal Deposit Materials

7.1 UCD Library is a legal deposit library for all printed materials published in the Republic of Ireland

7.2 It is Library policy to attempt to acquire all Irish publications for the collection and to actively pursue materials that are not deposited as legally required.

7.3 In spite of the Library's best efforts, not all publishers are willing to meet their obligations under the 1963 Copyright Act. Because of this there may be some Irish publications that cannot be acquired by means of deposit for the collection.

7.4 The Library acknowledges all legal deposit materials immediately on receipt.

7.5 All legal deposit materials are entered in the Library Catalogue on receipt, and are available to all library users. Legal deposit materials are normally incorporated in the most relevant Library collection. As with all Library materials, the precise location of any item is indicated in the Catalogue.

8. Donations

8.1 The Library welcomes donations.

8.2 As a general rule items offered as donations are subject to the same selection criteria as those acquired by purchase. The Library will accept unsolicited donations under the following conditions:

- Items may be disposed of in any manner deemed appropriate
- Donations are only accepted on condition that discrete items can be merged into one of the existing Library collections and the donation does not need to be shelved separately.
- Donations may have to be refused if there is no adequate storage space available for them.
- Donations may not be accepted if it is felt that the processing of the material cannot be undertaken within a reasonable period of time in relation to ongoing workflows in the Library.
- Donations may be refused if the material is in very poor physical condition.

9. Special Collections

Under review

10. Preservation and Conservation of Materials

10.1 The Library is committed to undertaking preservation and conservation to ensure the future survival of unique and eroding hardcopy materials, in particular where we are the only Irish holders.

10.2 The full range of solutions including print conservation, filming and photography and digital methods will be considered in each case, with particular attention being given to the additional benefits of increased resource discovery and access which derive from digital preservation approaches.

10.3 Binding, conservation and preservation costs will be closely controlled and focused upon special collections and printed materials that are: unavailable online; deemed to be of likely lasting importance; falling within those parts of the collection of national significance and worthy of long term preservation.

11. Access to External Resources

11.1 Other Library collections

11.1.1 It is Library policy to make full use of appropriate schemes providing access to other printed collections, primarily to support the University's research agenda.

11.1.2 It is necessary that the Library also provide similar access to our own open access collections to others, as required by such collaboration.

11.2 Document Delivery and Inter-Library Loans

11.2.1 It is Library policy to develop and promote our document delivery and inter-library loan services to support the University research agenda, and to view this service as an integrated element of the information resources provision of the Library service.

12. Collection Review - Physical Material

12.1 General

12.1.1 It is our policy to continuously review our collections and to relegate to store or dispose of them as appropriate.

12.1.2 Operational efficiency and user satisfaction are enhanced by removing stock from over-full shelves. Stock will be revised regularly, with material re-located to store and a judicious withdrawal policy, to ensure that material on open access is relevant to current need.

12.1.3 The Library recognises the differing information needs of different disciplines, notably in their reliance on older material. Detailed guidelines are, therefore, being developed for each discipline, in consultation with academic colleagues.

12.1.4 Weeding of the physical open access collection and controlling its size must be seen as an essential factor in policy on space management in the Library overall. There are now many calls upon prime Library space for study areas, provision of electronic library access, laptop and PC provision, quiet study areas, group rooms, and areas designated for particular user groups.

12.1.5 Printed journals represent a recurrent commitment with high inflation rates. It is Library policy to ensure that there is no historic accretion of print journal titles no longer in fact required. To achieve this the Library will send out to relevant academic staff on a

regular basis a list of all current print journal titles that can be reviewed for cancellation (allowing for strict limitations on this in relation to online journal packages which require continuation of print subscription), with an indication of those of the print titles available electronically.

12.1.6 It is Library policy to dispose of dead sets of cancelled or ceased journal titles if they are available elsewhere in Ireland.

12.2 Disposal

12.2.1 It is Library policy to review our collections with a view to selective disposal of materials.

12.2.2 It is Library policy to work with other university and research libraries to develop a national and distributed retention policy to support local practice.

12.2.3 Material will be considered for disposal, in collaboration with academic colleagues, under the following headings:

- short broken runs of non-current journals for which there is no particular reason to keep
- journal titles where we have a policy of retaining material for a limited time only
- obsolete reference works of no historical interest
- textbooks superseded by later editions and of no historical interest
- multiple copies of textbooks supporting courses that are no longer running and where there is no known intention to run the course again
- duplicate copies of titles in the modern collections which are no longer required
- damaged or deteriorated materials not worth repairing or incapable of repair.

12.3 Relegation to closed access store

12.3.1 In order to ensure that prime Library space is best utilised to meet competing demands upon it, and that the open shelves provide timely access for users, lower demand materials will be relegated to closed access store. These materials will require a request for retrieval by Library staff.

12.3.2 Material will be relegated to closed access store under the following categories:

- material with little or no recorded borrowing (use may be for reference which is not easily measurable. For those disciplines where there is known to be great in-library use of materials this will be taken into account)
- printed journals bound and unbound parts for which back sets and current issues are available online for the foreseeable future
- selected journal runs of titles to which the Library no longer subscribes
- old material (this criterion relevant for some disciplines)
- material supporting courses no longer running which may be run again at a later date
- material primarily supporting research areas which no longer form part of the university research programme
- outdated textbooks and reference works deemed to be of some historical value.

12.3.3 Material will be returned to open access shelves should subsequent demand for it show evidence of need.

12.3.4 Material in store will in turn be reviewed periodically for possible disposal. Procedures and timetables will be developed to maintain the review cycle.

12.3.5 Detailed use of the criteria for relegation to store will be worked up for each discipline.

13. Collection Review - The Online Collection

13.1 It is Library policy to implement review techniques with regard to our online collection, to ensure that there is no automatic renewal of titles where options to cancel exist and metrics suggest low demand.

13.2 We will implement a comprehensive system of acquisition and analysis of usage statistics for our range of online resources.

13.3 In those cases where usage of online titles is deemed to be low in relation to cost the Library will consult with users regarding future renewals.

14. Collaboration in Collection Development and Preservation

14.1 Collection Development

It has been clear for many years now that the future for library support of research and scholarship lies in co-operative resource development. The need for a co-ordinated national framework and the possibility of distributed national physical and electronic collection development has been identified and it is Library policy to engage with all of these activities.

14.2 Collection Preservation

The Library is committed to exploring a distributed approach to collection preservation, and to the development of nationally agreed retention policies.